

Town of Milton

115 Federal St
Milton, DE 19968



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October 25, 2013

To: Mayor & Council

From: Robin Davis 

Ref: Monthly Report

Attached you will find the reports submitted by the Project Coordinator & Code Enforcement Officer for October 2013. This cover sheet is a supplement to these reports to be used to highlight some of the activities handled by the Planning & Code Enforcement Departments.

Certified Local Government Grant (follow up)

Representatives from the Center for Historic Architecture and Design have completed the site visits for Phase 1 of the project which included properties on the Broad Street and the northern end of Union Street. There is no need to conduct a third visit which was tentatively scheduled for late October or early November. Michael Emmons, lead contact for the project, was very pleased with their progress and how friendly and helpful the homeowners were during the two days his team was conducting the fieldwork. Now that the fieldwork has been completed, CHAD representatives have begun the more time consuming part of the project which includes processing the photographs and preparing all new sets of CRS forms. A report from The Center of Historic Architecture and Design for the work completed should be available in the fall of 2014.

Please feel free to contact me if there are any questions or comments.

Town Council Report
Code Department October 2013

Building Permits Issued	# of Permits	Est. Const. Cost	Permit Fee	Note
Single family home	2	\$193,538.00	\$3,870.76	
Single family interior renovations	1	\$2,100.00	\$30.00	
Single family exterior renovations	9	\$23,827.00	\$788.70	
Single family misc.	2	\$0.00	\$1,300.00	Bldg Sewer permits for new homes
Commercial				
Commercial interior renovations				
Commercial exterior renovations	2	\$26,500.00	\$290.00	
Commercial misc.	1	\$650,000.00	\$7,172.00	Dogfish Fermentation Tanks
Demolition				
Multi family home				
Multi family interior renovations				
Multi family exterior renovations				
Multi family misc.				
Other				
Total Permits Issued	17	\$895,965.00	\$13,451.46	

	Business	Rental	Total
Licenses Issued	8	0	8
License Fees Received	\$850.00	\$0.00	\$850.00

Violation Letters Issued	See
Violations Forwarded to Attorney for review	Attached
Contact with Property Owner for violations	Sheet

Planning & Zoning	Status
Petroleum Equipment, Inc.	Approved
Cannery Village Propane Tank Field - Final Site Plan	Recommendation to Town Council
Off - street parking waiver	

Historic Preservation Commission	Status
Michael & Kathleen Clark	Approved
Bonnie Ward	Approved
John Lehn	Approved
Replace wood flooring on front porch - 311 Chestnut St	
Removal of shed - 308 Chestnut St	
Installation of business signs - 113 Union St Unit A	

Board of Adjustment	Status
Meeting Cancelled	
No agenda items	

Project Coordinator Monthly Report October 2013

09/30/13 – 10/04/13

- Attend International Code Council Conference
- Code and approve misc. bills
- Shipbuilders Village 7 lot subdivision
 - o Meet with Jason at Town Hall – walk in
 - Review approved plans
 - Discuss requirements per code
- 102 Union St
 - o Review new survey for recordation by new owner
 - Address on survey not correct
 - Contact new owner and settlement company
- 202 Union St
 - o Calls to and from Mary Schwanky (member of Historic Society)
 - Questions about floodplain and code requirements
 - Make copies of floodplain map showing property location
 - Meet with Mary to review map
- 105 Union St
 - o Renovations to back deck and awning
 - Discuss with Code Enforcement Officer
 - Items approved by Historic Preservation Commission
 - Building permit can be issued once application is completed

10/07/13 – 10/11/13

- Code and approve misc. bills
- 102 Union St
 - o Review revised survey for recordation
 - Addressing issue has been corrected
 - Stamp and sign
- Shipbuilders Village 7 lot subdivision
 - o Call from and to Wes (Masten Realty)
 - Requested information about approved plan
 - Infrastructure requirements
- Cannery Village Propane Tank Field
 - o Call from engineer for applicant
 - Submission requirements – final site plan review

- Utility Account (517-0)
 - o Discuss with Greg (Water Dept. Supervisor)
 - Adjusted meter reading would not upload in Edmunds
- Historic Preservation Commission
 - o Follow up calls/emails to applicants
 - o Make corrections to approved minutes as needed and prepare for posting
 - o 306 Union St
 - Prepare final documents for folder and close out
 - o 308 Chestnut St
 - Prepare approval letter for owner and folder
 - o 311 Chestnut St
 - Prepare approval letter for owner and folder
 - o 113 Union St Unit A
 - Prepare approval letter for owner and folder
 - Notify Code Officer for issuance of building permit
- Proposed Ordinance Amendment – Home Occupation
 - o Contact other municipalities for procedures/policies
 - o Compare to town ordinance
- Employee photo – Breast Cancer Awareness
- Planning & Zoning Commission
 - o Prepare and post agenda
 - o Prepare and deliver packets to members
 - o Update contact information – new member
- 105 Bay Ave – Property Tax Account
 - o Discuss tax bill with Kristy
 - Exempt status questions
 - Review county tax information
 - Compare to other exempt accounts
- Route 16 Properties – Broadkill Road area
 - o Call from Don Lockwood
 - Questions about existing zoning & rezoning
 - Consolidation of parcels
- Casa San Francisco
 - o Meeting with representatives and Town Solicitor
 - Discuss process for starting approved project
 - Court mandated settlement agreement
- Key Ventures
 - o Meeting between representatives from town and owner
 - Discuss status of project
 - Annexation and settlement agreement
 - Unpaid invoices
 - Subdivision process, water/sewer connections
- Escrow Accounts – Engineering/Technical Services
 - o Discuss with Town Clerk
 - Possible procedure/policy
 - Research files for original presentation

- Proposed by Project Coordinator to Council in 2009
- Heritage Creek Phase 4
 - Received email from Ben Gordy
 - Review draft conservation easement for wetlands area
 - Forward draft easement to Town Solicitor for review
 - Received and review comments from Town Solicitor
 - Forward comments to Ben Gordy

10/14/13 – 10/18/13

- Floating Holiday – Columbus Day
- Code and approve misc. bills
- Prepare timesheets
- Board of Adjustment
 - Prepare and post agenda
 - Contact members and library staff of meeting cancellation
- Cannery Village Propane Tank Field
 - Follow up email to engineer for applicant
 - Read and copy email from Town Solicitor – open space
- Heritage Creek Bond Reduction Request – Phase 2B
 - Forward request to Town Engineer for review and comments
- Meet with Code Enforcement Officer
 - Discuss issues
 - Complaint from Mr. Lester
 - Grain house expansion permit – Dogfish
 - Business License – Delaware/ Town of Milton comparison
- Sewer Impact Fee Reimbursement – Tidewater
 - Prepare new construction building permits spreadsheet (07/01 – 09/30)
 - Email to Tidewater for review
- Heritage Creek Clubhouse Site Plan
 - Call from Ben Gordy
 - Code requirements and phasing possibilities
 - Fire Marshal review
 - Discuss with Town Engineer & Town Solicitor
- 210 Chestnut St
 - Call from owner
 - Discuss proposed repairs to home/porch
 - Discussed Historic Preservation review requirements
- Dogfish Warehouse Site Visit
 - Meet with Mike Glick (project manager)
 - Discuss status of project, completion date
- 211 Summerwalk Blvd
 - Review and stamp survey

- Property transfer
- 210 Atlantic St
 - Meet with owners – Mr. & Mrs. Carey (walk in)
 - Requested copy of property map
 - Subdivision questions for adjacent property
- Casa San Francisco
 - Request for copy of all approved plans for building projects
 - Requested by Attorney for applicant
 - Research files for approved site and building plans
- Proposed Ordinance Amendment – Home Occupations
 - Obtain additional information as requested by Town Council
 - Breakdown list of businesses into location categories

10/21/13 – 10/25/13

- Code and approve misc. bills
- Sewer Impact Fee Reimbursement – Tidewater
 - Review follow up email from Tidewater
 - Prepare invoice
- Heritage Creek Clubhouse Site Plan
 - Follow up call to Ben Gordy
 - Respond to earlier questions regarding submission of plan
 - Possible phasing of project
- Cannery Village Propane Tank Field
 - Stamp approved plans and prepare final approval notification letter
 - Finalize documents for application folder
 - Contact engineer for applicant
 - Discuss construction requirements for project
- Zoning Classification Letter Request
 - Call & email from Wendy (Berger Harris, LLC)
 - Review list of properties
- Parcel of land between river and M&T Bank
 - Ownership questions from bank representative
 - Received tax bill for parcel
 - Continued review of property files for ownership information
 - Recorder of Deeds Office
 - Location and make copies of deeds and plats for parcels
 - Meet with Town Solicitor to discuss findings
 - Follow up call to Lisa – M&T Bank representative
 - Current deed indicates parcel owned by town
 - Prepare finding of facts letter for file and M&T Bank
 - Potential easement issue with town ownership of parcel
 - Part of bank entrance possibly encroaching on parcel
- 900 Palmer St Unit 2 (Po'Boys Creole & Fresh Catch)

- Meet with potential buyer of business
 - Discuss ownership transfer and general questions
 - Zoning Classification Letter Request
 - Transfer of current liquor license
 - Prepare updated letter
- Escrow Accounts – Engineering/Technical Services
 - Follow up discussion with Town Clerk
 - Review draft fee schedule changes proposed by Town Clerk
 - Make copy of cost breakdown for land use applications
 - Presented to Town Council in 2009
- Town Council Agenda
 - Discuss with Town Clerk
 - Agenda items – wording and notification requirements
 - Draft minutes for review
- Prepare Town Council monthly report
- Heritage Creek Phase 4
 - Follow up email from Ben Gordy
 - Review signed conservation easement attached to email
 - To be recorded by applicant once original received
- Proposed Ordinance Amendment – Home Occupations
 - Continued obtaining additional information as requested by Town Council
 - Further research of municipal ordinances

This report does not include normal day to day conversations, emails or meetings with the residents, Committee/Commission members, elected officials, town staff, etc.

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C.E. VIOLATIONS OCTOBER 2013

<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION TAKEN</u>	<u>FINAL DISPOSITION</u>	<u>DONE</u>
10/3/2013	406 Yew	trash in yard	left door hanger	trash has been removed	Y
10/4/2013	108 Mermald	debris in yard	left door hanger	debris has been removed	Y
10/8/2013	120 Federal	untagged vehicle	left door hanger	vehicle has been removed	Y
10/8/2013	501 Union	washer in backyard	talked w/owner	item has been removed	Y
10/12/2013	108 Broadkill	sign not allowed	talked w/owner	sign has been removed	Y
10/17/2013	206 Front	tall grass	given to contractor	grass has been cut	Y
10/17/2013	430 S. Spinnaker	tall grass	given to contractor	grass has been cut	Y
10/17/2013	202 S. Spinnaker	tall grass	given to contractor	grass has been cut	Y
10/21/2013	604 Mulberry	tires in back yard	left door hanger	tires have been removed	Y
10/22/2013	120 Federal	broken window	left door hanger		
10/22/2013	115 Atlantic Ave.	untagged vehicle	talked w/owner		
10/24/2013	501 Mulberry	ivy growing on sidewalk	left door hanger	ivy has been removed	Y
10/26/2013	520 Union	debris in yard	talked w/owner		

C.E. MONTHLY REPORT – OCT. 2013

Permit issued to: 214 Heritage Blvd.

409 Yew

205 Summerwalk

6 Village Center

406 Yew

205 Mill

311 Summerwalk

412 Cedar

703 S. Spinnaker

113 Union St.

105 Union

335 Carlton

330 Carlton

311 Chestnut

103 Heritage

301 Union

116 Front